

Modifying Your Personal Information

Accessing Your Worker Profile Page

1. Log in to FermiWorks.
2. Click your name or photo on the top-right of the page.
3. Click **View Profile**. Your Worker Profile page displays.

All other instructions on this quick reference card start from the Worker Profile page.



Adding or Changing Your Contact Information

1. Click the **Contact** tab.
2. Click **Edit**.
3. Enter or modify any information.
4. Click **Submit**.

Adding or Changing Emergency Contacts

1. Search for the **Change My Emergency Contacts** task.
2. Enter or modify your emergency contacts.
3. Click **Submit**.

Modifying Your Personal Information

1. Click the **Personal** tab.
2. Click **Edit**.
3. Click the **Edit** icon  to edit existing information, or the **Plus** icon  to add new information.
4. Click **Submit**.


Viewing Your Identity Paperwork

1. Click the **Personal** tab.
2. Select the **IDs** link in the navigation ribbon.


Changing Your Government IDs and Licenses

1. Click the **Personal** tab.
2. Select the **IDs** link in the navigation ribbon.
3. From the **Edit** pull-down menu, select **Change My Government IDs** or **Change My Licenses**.
4. Modify any information.
5. Click **Submit**.

Changing Your Legal or Preferred Name

1. Click the **Related Actions**  icon next to your name.
2. Select **Personal Data > Change My Legal Name**.
3. Enter your new information, including any required information.
4. Click **Submit**.
5. Click **To Do** to submit name change proof or **Done** to submit later.


Adding and Viewing Your Social Networks

1. Click the **Related Actions**  icon next to your name.
2. Select **Personal Data > Maintain Social Network**.
3. Click **Edit** to edit an existing network, or **Add Social Network Account** to add a new network. You can maintain up to four networks.

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4. Enter the social network and user name or web address you want to add. You may only add one account for each social network.
5. Click **OK > Done**.

Deleting a Social Network


1. Click the **Related Actions**  icon next to your name.
2. Select **Personal Data > Maintain Social Network**.
3. Click **Delete** next to the appropriate network.
4. Click **Submit > Done**.

Viewing Transaction History

View your transaction history to see when you enrolled in benefits, changed personal data, and more.

1. Click the **Related Actions**  icon next to your name.
2. Select **Worker History**. Your business process history displays.
3. Click **View Worker History by Category**. The data is segmented into different tabs to make it easier for you to review your history.

Importing Your Profile from LinkedIn

1. Click the **Job** tab.
2. Click the **Import from LinkedIn** button. You will be prompted to sign in to LinkedIn before your LinkedIn information can post to your worker profile.
3. Review each page of information and click the **Edit**  icon to make any edits.
4. Click **Next** to progress through all of your LinkedIn information.
5. Click **Submit > Done**.